

Section 9.3 FUNCTIONS MENU

TKU Processing

TA (Time and Attendance) Summary Tab

Purpose	This section provides the procedures to display a summary of Time and Attendance data entered for a TKU by using the TA Summary tab.
Tab	TA Summ
Reminders	<ol style="list-style-type: none">1. The TA Summ tab is accessed through the Functions, <u>T</u>KU Processing items on the menu bar. Time information must be submitted in order to appear on the TA Summ window.2. Time information displayed on the TA Summ tab is in a report format to allow it to be printed as a report.
References	<i>No Specific References</i>

TA Summ Tab

The following information is displayed:

Field Name	Description
Dept/Agy/TKU	Department, Agency and TKU selected.
Name	The employee's name.
SSN	The employee's Social Security number.
Std Hours	Standard hours established for an employee to work.
PI Avg Hours	Average hours for less than full time employees over last six pay periods.
Appt Date	The employee's appointment date to current position.
Barg Unit	Unique identifier for employee's bargaining unit.
Plan Code	A code which identifies the Voluntary Work Schedule Adjustment Plan an employee has enrolled in.
FLSA	The Fair Labor Standards Act code which indicates the employee's overtime pay eligibility. Y - Not Eligible N - Eligible Note: A Y* indicates eligibility on an exception basis.
Hours	Time reported for each employee, by hours type.
Total	Total for all employees' hours by hours type for a specific TKU.